

## **STRAIN REQUEST MICROBIAL DISEASES LABORATORY**

All federal, academic, or commercial groups or laboratories desiring to request strains or reagents from the Microbial Diseases Laboratory (MDL) must make that request in writing to the MDL as stated below. The letter should be formatted as follows:

- Correspondence to: J. Michael Janda, Ph.D., Chief, Microbial Diseases Laboratory, 850 Marina Bay Parkway, Room E164, Richmond, CA 94804.
- Correspondence must be on letterhead with an original signature
- Faxes will not be accepted

The letter accompanying the request must provide the following information:

1. Genus and species being requested for strains or specific reagent. If in reference to a publication by MDL, please provide the entire citation.
2. Number of strains being requested [in most cases for pro bono requests this is restricted to five total isolates].
3. No ATCC or other reference strains that can be acquired from culture collections will be provided except under unusual circumstances.
4. Briefly describe the reason for the request (e.g., type of project).
5. Indicate in the letter the Biosafety Class of the pathogen being requested.
6. Describe in a couple of sentences how the requesting facility meets the biosafety requirements to handle that pathogen both in regards to the facility and personnel.

Once the Branch Chief receives the letter requesting strains it will be reviewed for the appropriateness of the request. If approved, it is entered [logged in and dated] and referred to the appropriate unit or section to eventually be sent out. Requests are honored in the order in which they are received by MDL. Because of staffing issues, requests may take up to 2 months or more to process.